

## **CITY OF BURBANK**

### **PUBLIC WORKS DIRECTOR**

#### **DEFINITION**

Subject to administrative determination of policy, to plan, lead, and direct the City's Public Works activities including sanitation, street maintenance and construction, automotive and equipment maintenance, engineering and design, property acquisition and disposal, and supervision and coordination of all City capital projects; to do related work as required.

#### **ESSENTIAL FUNCTIONS**

Manages and directs all public works activities, including the administration of sanitation programs including refuse and liquid wastes; the construction and maintenance of all streets, sewers and storm drains; the maintenance of all City vehicles and equipment; the design, construction, inspection, and acceptance of all public facilities falling within the responsibility of the Public Works Director; supervision of City and Burbank Successor Agency property acquisition and disposition and relocation; exercises control over methods and procedures of operation, functions and activities under their control; coordinates departmental activities with other City offices and other public agencies; determines, evaluates and establishes goals and operating performance; supervises the preparation and administration of the budgets of each function under their direction; and evaluates departmental personnel and performance, public relations activities, and other special activities as assigned.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of - the administrative, fiscal, and engineering principles and practices in municipal and public works administration; budget and fiscal administration, personnel administration and public relations; executive and administrative ability.
- Ability to - analyze technical and administrative problems and to develop effective solutions; prepare and present written and oral reports; establish and maintain effective working relationships with other officials, subordinates and the public; plan, direct, and coordinate large scale operations.

**Education /Training:** Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college with specialization in engineering, and seven years of progressively professional administrative and supervisory management experience related to public works activity. A graduate degree in Engineering, Public Administration or closely related fields is desirable and may be substituted on a year-for-year basis for up to two years of the required professional and administrative experience.

**License & Certificates:** Valid California Class "C" Driver's License or equivalent at time of appointment.

#### **SUPPLEMENTAL INFORMATION**

**Desirable Qualifications:** Registration as a Civil Engineer in the State of California.